



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LOCKSMITH ADMINISTRATOR

Job Number: 20000480

Job Code: 11750V000101

Job Group: 1100 - SKILLED TRADES

Job Established: 09/16/1985

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Has overall responsibility for the development, installation and maintenance of all locking systems in a multifacility agency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of experience in the installation and repair of locks.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in the installation and repair of locks will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops a lock system and subsystem for all facilities, institutions or schools within the agency. Develops methods and procedures for implementing systems and participates in developing policies relating to the statewide lock system. Installs, maintains and repairs a variety of locks such as cylinder locks, lever tumbler locks and pad locks. Combines locks, cases and installs new locking devices using manufacturers recommendations. Oils and adjusts door checks, changes tumbler systems and repairs specially constructed locks. Installs and repairs door closers, panic bars, door knobs and related locking hardware. Makes new keys and duplicate keys. Sets up numbering system for the duplication of keys according to a prescribed formula from a locksmith's code book. Maintains records of old and new core combinations, instructional materials and catalogs. Prepares and maintains required reports, work orders, and cost estimates of all materials related to the lock system. Purchases key blanks, locks, supplies and equipment related in combining locks. Oversees the work of employees performing locksmith duties at all facilities within the agency. Prepares training materials for employees at the facilities.

UNIQUE PHYSICAL REQUIREMENTS:

Work involves climbing, kneeling, bending and requires standing for approximately 50% of the time.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.